How to Request Access to a Course

1. **Login to the [Virginia Learning Center (VLC)](#)**

   Use your existing login ID/password.

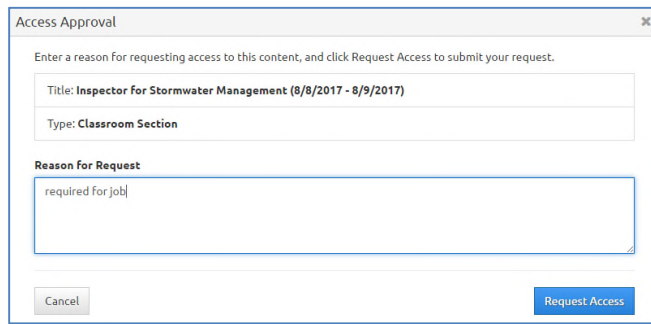   Use forgot login ID or password links as needed

2. **Search for a course, and Request Access**

   Enter search terms in the Search box. Change "Any words" to "All words", click Search.

   Click on the course name

   Scroll to find the date/location you want to enroll in and click "Request Access"

   A new window opens, enter a reason and click "Request Access" (wait).

Access Approval ✕

Enter a reason for requesting access to this content, and click Request Access to submit your request.

Title: **Inspector for Stormwater Management (8/8/2017 - 8/9/2017)**

Type: **Classroom Section**

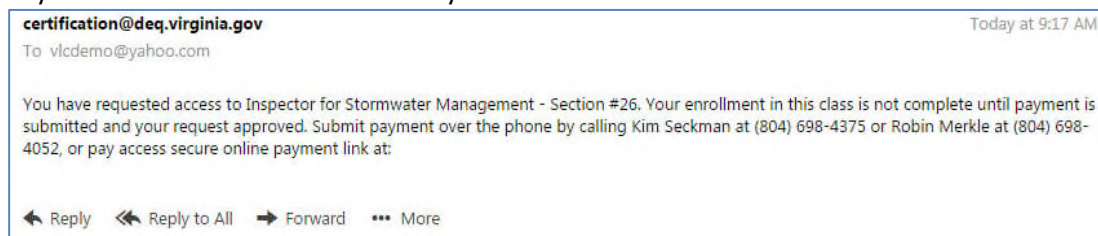**Reason for Request**

required for job

Cancel   Request Access

A message is displayed that your request for access was submitted

✅ Your request for access approval was submitted. You will receive an email indicating whether your request is approved or denied. You will automatically have access to the content if your request is approved.

Payment instructions are emailed to you.

certification@deq.virginia.gov   Today at 9:17 AM

To vlcdemo@yahoo.com

You have requested access to Inspector for Stormwater Management - Section #26. Your enrollment in this class is not complete until payment is submitted and your request approved. Submit payment over the phone by calling Kim Seckman at (804) 698-4375 or Robin Merkle at (804) 698-4052, or pay access secure online payment link at:

↩ Reply   ↩↩ Reply to All   ➜ Forward   ••• More

3. **Submit Payment (online or by phone)**

- Copy and paste the link provided in the email (*it has been removed in the picture above*).

- Please do not submit payment for anyone who has not requested access to a course.

- After payment is made, your course Access Request will be approved the next business day, and you will receive another email.

Detailed confirmations are sent to all participants on Thursday before the course starts.

Email certification@deq.virginia.gov if you need assistance.